

# Lobbyists Registration

## Annual Registration Guide



Jesse White  
Secretary of State  
State of Illinois

# Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>REGISTRATION INFORMATION .....</b>	<b>4</b>
Required Information for Registration .....	4
Authorized Agent Setup (New Entity or Existing Entity) .....	5
Change Authorized Agent Information (Agent Management) .....	5
“Add New Entity” Link .....	5
Self-Employed Registrations .....	6
Photographs .....	6
Payments/Fees .....	6
Anti-Sexual Harassment Policy .....	6
Amending Registrations .....	7
Entity Termination .....	7
Non-compliance Status .....	7
Late Fees .....	7
<b>RESPONSIBILITIES OF EXCLUSIVE LOBBYISTS .....</b>	<b>8</b>
Reporting Expenditures to Authorized Agents .....	8
Notification of Expenditures to Officials .....	8
Affirmations .....	8
Ethics and Anti-Sexual Harassment Training .....	8
Lobbyist ID Badges .....	9
Exclusive Lobbyist Terminations .....	9
<b>REGISTRATION INSTRUCTIONS .....</b>	<b>10</b>
Login .....	11
Select Registration .....	12
User With Assigned Entities .....	12
New User .....	12
Authorized Agent Menu .....	13
Authorized Agent Registration Menu (non-self-employed entities) .....	13
Employment Status for <u>New Entities</u> .....	14
Registration Information .....	15
Contractual Lobbying Entities Information .....	16
Client Entity Information .....	17
Sub-Client Entity Information .....	18
Lobbying Intent .....	19
Lobbying Intent Instructions .....	20
Executive and/or Legislative Branch Agencies .....	20
Description of Lobbying Activity .....	20
Subject Matter .....	20
Anti-Sexual Harassment Policy and Training Information .....	21
Annual Entity Registration – Review Screen .....	22
Review Screen Instructions .....	23
Payment Billing Information Screen .....	24
Payment Billing Information Review Screen .....	25
Credit Card Option .....	26
Electronic Check Option .....	27
Payment Authorization .....	28
Entity Registration Receipt .....	29
Exclusive Lobbyist Registration .....	30
Exclusive Lobbyist Registration Anti-Sexual Harassment Training Information .....	31

Exclusive Lobbyist Registration Search .....	32
Exclusive Lobbyist Search Result Screen .....	33
Exclusive Lobbyist Information Screen .....	34
Exclusive Lobbyist Receipt Screen .....	35
Authorized Agent Menu .....	36
Authorized Agent Registration Menu (self-employed entities) .....	36
Self-Employed Entity Agreement .....	37
Lobbyist Information .....	38
Registration Information .....	39
Contractual Lobbying Entities Information .....	40
Client Entity Information .....	41
Sub-Client Entity Information .....	42
Lobbying Intent .....	43
Lobbying Intent Instructions .....	44
Executive and/or Legislative Branch Agencies .....	44
Description of Lobbying Activity .....	44
Subject Matter .....	44
Anti-Sexual Harassment Policy and Training Information .....	45
Annual Entity Registration – Review Screen .....	46
Review Screen Instructions .....	47
Payment Billing Information Screen .....	48
Payment Billing Information Review Screen .....	49
Credit Card Option .....	50
Electronic Check Option .....	51
Payment Authorization .....	52
Entity Registration Receipt .....	53
Incomplete Registration Screen .....	54
For More Information .....	55
Definitions .....	56

# INTRODUCTION

Companies that have individual employees whose duties include lobbying, or that have retained outside lobbyists or lobbying entities to lobby on their behalf, are required to register as a lobbying entity. Each calendar year, lobbying entities and exclusive lobbyists must register before any services are performed, no later than two business days after being employed or retained.

All businesses, organizations, associations and individuals that are required to register as lobbying entities must do so electronically. The lobbyist registration program is available at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com), where you will connect to the Lobbyist Activities Link. Electronic registration allows the registrant to submit, accept, modify or update information that is currently in the lobbyist registration database. Registration data, the addition or deletion of exclusive lobbyists, contractual lobbyists or clients must be amended electronically. All payments of registration fees, late fees or penalties must be made online with Visa, Mastercard, Discover or American Express credit cards or by electronic check.

For additional information about the terms used in this guide, please reference pages 56-58.

# REGISTRATION INFORMATION

All entities must designate an individual as their Authorized Agent. The Authorized Agent is responsible for updating the entity's records whenever any change of information occurs that is required by the Lobbyist Registration Act. The Authorized Agent should be alert to statutory deadlines for all additions or deletions of information.

Authorized Agents for registered entities have been assigned a user name and password, which allows access to the registration process. An individual who wants to become an Authorized Agent, but does not have a user name and password previously established, must first register as a System User/Authorized Agent.

## **Required Information for Registration**

It is important that you have the required information for the registration of your entity, exclusive lobbyist(s) and the responsible party. The registration system will not allow you to advance through data screens if fields are left blank.

The following information is required for registration:

- Complete entity address, phone number, fax number;
- Lobbying entity ID number, if currently registered;
- Name, address, phone and fax numbers of contractual lobbyist(s) that represent your firm, if any;
- Name, address, phone and fax numbers of client firms that your lobbying entity represents, if any;
- Address, phone, fax and email for Authorized Agent and Responsible Party;
- Address (permanent and temporary), phone and fax numbers, email address and lobbyist ID number (if registered in previous years) for each exclusive lobbyist that you are registering;
- Exclusive lobbyists must have one of the following: an Illinois driver's license or state ID card number issued by the Secretary of State **OR** a digital photo available to upload (*see page 6*); and
- Credit card or checking account information for online payment of fees.

Authorized Agents and lobbyists will periodically receive notices, alerts and other informational emails concerning changes in laws, rules or procedures, and notices for filing deadlines of mandated reports. It is important that agents and lobbyists maintain accurate, up-to-date email addresses in order to receive these notifications.

The Office of the Secretary of State considers all data filed in lobbyist registration and expenditure reports to be public information. If the agent or lobbyists wish to keep personal contact information private, they must submit alternate information for street addresses, emails and phone numbers.

**Driver's license or state ID card numbers and fee payment information is never disclosed as part of a public record.**

## **Authorized Agent Setup (New Entity or Existing Entity)**

All lobbying entities are required to have an Authorized Agent on record at all times. Only Authorized Agents will have access to the lobbyist registration system. To become an Authorized Agent, you must register as a system user. By doing so, a user name and password will be established that enables access to the Lobbyist Registration System.

Visit the Secretary of State's website at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com), click **Lobbyist Activities, Lobbyist Registration and Expenditure Reporting** and **File** to proceed to the login page. New system users must click **register now** to initiate the setup of an Authorized Agent profile.

When registering, all fields must be completed, including an established email address. Accuracy in submitting your email address is crucial because it will serve as the email where a new user name and password will be sent, in addition to other information relating to the entity's registration.

In the case where a new individual is taking over as Authorized Agent, he/she must use a different email address than the previous Authorized Agent.

The user name selected must be at least six characters, but no more than eight characters. The password must be at least five characters, but no more than eight characters. Passwords are case sensitive and no special characters are allowed in either the user name or password – only alpha and numeric characters allow access.

Registering as an Authorized Agent infers the Authorized Agent's acceptance of all obligations for the accurate and complete filing of registrations and expenditure reports, as well as maintaining a secure environment ensuring the safeguarding of unauthorized access to client information and to the electronic lobbyist registration system.

When initiating your status of Authorized Agent for a lobbying entity that has been previously registered, you are required to file a Lobbyist Change of Authorized Agent Attachment form. If you do not have an established Authorized Agent profile on the system, you must complete that profile setup prior to submitting the form to the Index Department. The form may be downloaded from [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com) by clicking **Lobbyist Activities**, then **Publications and Forms**. The completed form must be submitted to the Index Department by email to [eLobbyist@ilsos.net](mailto:eLobbyist@ilsos.net) or fax to 217-557-8919. The form can be mailed to 111 E. Monroe St., Springfield, IL 62756. **Please allow an adequate period of time for this information to be processed.**

After the Index Department accepts the change of Authorized Agent, you will be notified via email. The next login after receipt of notification should indicate that the newly acquired entity is included on the Authorized Agent Entity List screen.

## **Change of Authorized Agent Information (Agent Management)**

If at any time it is necessary for an Authorized Agent to amend the information provided in his/her profile, the changes should be reported by clicking on the **Agent Management** link found on the Authorized Agent's Entity List page. An Authorized Agent is permitted to change any information, with the exception of changing the agent's name. If an Authorized Agent changes his/her name, the completion of a Lobbyist Change of Authorized Agent Attachment form is required.

## **Add New Entity Link**

This link allows the registration of an entity that has not been previously registered. Authorized Agents are advised to check the searchable database prior to registering a new entity in an effort to avoid duplicating an entity registration. **Do not use this link if the company that you are registering is found via the searchable database.** If the entity was previously registered on the system, please contact the Index Department at 217-782-7017 before proceeding. **Duplicate registrations submitted for the same year will not receive a refund.**

## **Self-Employed Registrations**

When registering as a self-employed lobbyist, you may not use a business name. The name of the entity will be the same as the name of the registering lobbyist. Self-employed status allows registration of the lobbyist as both the entity and the exclusive lobbyist for a single fee of **\$300**. The lobbyist also will be regarded as the responsible party. The Authorized Agent of a self-employed lobbyist may be a person other than the lobbyist. During registration, the agent will be required to declare self-employed status and accept the conditions for that status. The self-employed lobbyist will not be allowed to alter the status of the lobbying entity in the current registration year without incurring the full cost of registration.

## **Photographs**

An entity must provide a photograph for each exclusive lobbyist. If a lobbyist was last registered prior to 2006, a photo will not be available as part of his/her record. If a photo already exists for the record, the user is presented with the option to use that photo or to provide another photo using one of two methods.

- 1) Provide the birth date, gender and driver's license or state ID card number from the lobbyist's Illinois driver's license or Illinois ID card issued by the Secretary of State. This process will incorporate the photograph on the driver's license or ID card into the lobbyist registration database.
- 2) Upload a photograph – must be a digital, head and shoulders photograph, no more than 20 KB in size in JPEG (filename extensions: jpeg, jpg) format that will fit a 240 x 270 pixels photo field. In order to accomplish such an upload, you must have a digital photo of the described specifications in your computer and be able to perform the upload procedure. **It is strongly suggested that you perfect this process in advance of initiating your electronic lobbyist registration.**

When a photograph is submitted, it may be deemed unacceptable due to clarity, size or other disqualifier. When this occurs, the Authorized Agent will be notified and given 15 calendar days to submit an acceptable photo. If the photo is not submitted by the deadline, the individual will not be considered a registered lobbyist. A full registration fee may be required to reinstate the lobbyist's status.

## **Payments/Fees**

Lobbying entities include individuals, organizations, associations, corporations, firms, and for-profit or not-for-profit organizations. Registrations require an annual, non-refundable, non-transferable fee of **\$300** per entity and a separate fee of **\$300** per exclusive lobbyist.

Each entity and exclusive lobbyist registration is submitted as a separate transaction. Visa, Mastercard, Discover and American Express credit cards are accepted. Electronic checks also are an acceptable form of payment. The electronic check and credit card processors require a payment processing fee for each transaction. *This fee is separate from the fees required for registration by the Secretary of State and is not a source of revenue for the State of Illinois.*

## **Prohibition of Sexual Harassment Policy**

Registered entities are required to have a sexual harassment policy pursuant to section 4.7(c) of the Act on the prevention, prohibition and investigation of sexual harassment and retaliation, to include how an individual can report allegations; consequences for violation of the prohibition on sexual harassment or retaliation; availability of whistleblower protections; and the consequences of filing a false report.

All employees required to register as a lobbyist must be provided with a copy of the sexual harassment policy and secure an acknowledgment of receipt. The entity and authorized agent should have procedures to receive

allegations of sexual harassment including options for where a report may be filed. Also have a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections

The entity shall be able to provide a copy of the sexual harassment policy, within 2 business days, to any individual who has made a written request.

## **Amending Registrations**

The Authorized Agent has a continuing duty to report any substantial changes or additions to information contained in the registration file. Changes to contact information, such as phone number, street address or email address should be promptly made as they occur, so alerts and notices regarding filings and deadlines can be received in a timely manner.

When a lobbying entity enters into an agreement to perform lobbying services on behalf of a client, the client must be registered as a lobbying entity, unless exempt from registration by the Lobbyist Registration Act. Registration must be filed prior to services requiring registration begin, but in any event not later than two business days after being employed or retained.

Both the contractual entity and its client must immediately include the business relationship in their registration files by listing the other as the contractual entity or the client entity.

## **Entity Termination**

The Authorized Agent must submit a written termination request to the Index Department by emailing the form to [eLobbyist@ilsos.net](mailto:eLobbyist@ilsos.net) or faxing the form to 217-557-8919. The form can be mailed to 111 E. Monroe St., Springfield, IL 62756. The termination request must include the entity name and number and requires the signature of the Authorized Agent. Prior to submitting the written request, the Authorized Agent must electronically submit all required semi-monthly expenditure reports. Termination requests will not be processed until the Authorized Agent has filed the last expenditure report covering the reporting period, including the date of termination.

Termination will not become official until all filing requirements of the entity and its exclusive lobbyists have been met (*see instructions on page 9 for exclusive lobbyist terminations*). Termination does not relieve the entity from late fees or penalties previously incurred.

It is advisable to contact the Index Department in order to determine all filing requirements that must be met.

## **Non-compliance Status**

An entity will be deemed in non-compliance with the Lobbyist Registration Act if registration and/or expenditure reporting requirements are not met. Non-compliance may result in blocked access to registration and reporting files until all previous filing or payment requirements are fulfilled. Referral of files to the Secretary of State's Inspector General may occur when violations of the Act are not reconciled in a timely manner. Please review the definition of "File, Filed and Filing" listed in Definitions on page 57 of this guide.

## **Late Fees**

Entities that fail to file expenditure reports by the required deadlines are subject to late fees. If a filing is submitted within 15 days after the deadline, a \$50 late fee will be charged at the time of submission. Filings submitted more than 15 days after the deadline will be charged \$150 at the time of submission.



# RESPONSIBILITIES OF EXCLUSIVE LOBBYISTS

## Reporting Expenditures to Authorized Agents

The Authorized Agent of each entity is required to report expenditures to the Office of the Secretary of State semi-monthly. Each lobbyist must provide expenditure details to his/her Authorized Agent on a schedule that guarantees the agent may make a timely report to the Office of the Secretary of State.

All lobbyists are advised to perform the following to ensure prompt reporting:

- Create a form to report expenditures to the Authorized Agent;
- Keep a copy of expenditure forms for each period in order to review reports for affirmations; and
- Notify the Authorized Agent if you change your email address so the entity files can be properly maintained.

## Notification of Expenditures to Officials

When an expenditure is made on behalf of an official or if a gift or any item of value is presented to an official, the lobbyist will contemporaneously inform the official in writing that the expenditure is required to be reported by the lobbying entity and that the official will be included in the lobbyist's expenditure report to the Secretary of State's office.

Within the 30 days following a filing deadline, each official shall again be notified that an expenditure made on his or her behalf has been reported. No specific notification form is required; however, the notification should include the name of the lobbying entity, the total amount of the expenditure, the date on which the expenditure occurred, a description of the expenditure, the location of the expenditure, and the subject matter of the lobbying activity.

**NOTE: THESE NOTIFICATIONS MUST BE FILED ONLY WITH THE OFFICIAL AND NOT THE SECRETARY OF STATE.**

## Affirmations

The periods of Jan. 6 – Feb. 4 and July 6 – Aug. 4, are affirmation filing periods. This time is for lobbyists to electronically affirm the accuracy of reports filed by his/her employer by attesting to the accuracy of reports pertaining to expenditures made on officials by the lobbyist throughout the previous six-month period. Each lobbyist and agent will receive a notice from the Secretary of State's office announcing each Affirmation filing period.

## Ethics and Prohibition of Sexual Harassment Trainings

Each year registered lobbyists are required to complete an ethics and the Prohibition of Sexual Harassment training program provided by the Secretary of State within 30 days of an employee's registration. The training programs are accessible online at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com), and can be located by selecting **Lobbyist Activities**, then **Mandated Filings for Exclusive Lobbyists**, which will direct the lobbyist to the login screen. PIN IDs are assigned through an email issued the day after an exclusive lobbyist is registered. Every year that a lobbyist is registered, he/she is assigned a new PIN ID to use in order to login to this system.

The ethics and the anti-sexual harassment training contains information about responsibilities of a lobbyist pursuant to the Lobbyist Registration Act and other statutes that regulate relationships between lobbyists and state officials and employees. The initial notice will be sent to the lobbyist's email address the day after registration. Lobbyists who have not yet completed their training 15 days after registering will receive an email warning about the pending deadline. If 30 days have lapsed since registration, a delinquent notice will be sent to

the lobbyist indicating that he/she is in violation of the Act. A copy of email notices will be sent to the Authorized Agent of each lobbyist's employer.

At the conclusion of each training, lobbyists will be presented with their email address of record and with the option to change that email for the purposes of sending their training certificates. If the lobbyist wants to send the certificates to his/her agent, the lobbyist can enter the agent's email address.

If a lobbyist fails to complete the training within the allotted 30-day period, he/she will be in violation of the Act and will be considered not lawfully registered. A lobbyist who is delinquent in this instance may not conduct lobbying activities until such time that both training programs are completed.

Additionally, lobbyists who fail to complete the training programs will be blocked from future registration until such time that he/she completes the trainings.

## **Lobbyist ID Badges**

Identification badges are available to registered lobbyists who visit the State Capitol Complex in Springfield. The badges may be obtained by lobbyists who present a copy of their registration receipt to the Secretary of State Police Security Base, Room 006 of the Howlett Building, 501 S. Second St., Springfield. Lobbyists who request a badge must be compliant in their registration. Access to the Howlett Building may require a valid state ID. Lobbyists must be prepared to surrender their previously issued ID to the Secretary of State Police at the time they request their present-year ID.

## **Exclusive Lobbyist Terminations**

Exclusive Lobbyists that have been terminated by an Authorized Agent on the system are required to notify the Secretary of State's office in writing that he/she has dissolved employment with the employer within 30 days. The letter must contain an email address, the date of registration, the date of termination, a list of expenditures made on behalf of officials since the last expenditure report; and the language: **This letter of termination and final report of expenditures is submitted under oath pursuant to Section 1-109 of the Code of Civil Procedure and is subject to penalties within the Lobbyist Registration Act** above the signature. The letter should confirm that a copy of the letter has been provided to the Authorized Agent of his/her employer/entity. In addition to the letter, a final affirmation must be submitted online attesting to the accuracy of expenditure reports filed during any portion of the semi-annual period that the lobbyist was registered.

# ENTITY REGISTRATION INSTRUCTIONS

To simplify the annual registration renewal process for existing entities, the option is available to register all or a portion of the information already on file. All current information will be presented for review; however the exclusive lobbyist registrations and lobbying intent information will need to be submitted by the Authorized Agent. Modifications can be made to existing information and new data may be submitted during this process. Exclusive lobbyists, though, must be registered on separate transactions.

**New entities must provide the information for all required fields.**

New registering entities must designate employment status of the entity. *Refer to pages 6 and 57 for the definition of a self-employed lobbyist.*

# Login

[Services](#) [Publications/Forms](#) [Departments](#) [News](#) [Contact](#)

CYBERDRIVEILLINOIS.COM

OFFICE OF THE ILLINOIS SECRETARY OF STATE

JESSE WHITE  
SECRETARY OF STATE

SEAL OF THE STATE OF ILLINOIS

Search Cyberdriveillinois.com

Welcome to the Illinois Lobbyist System

[Log In](#) [Contact Us](#)

**Notice To All Lobbying Entities And Lobbyists**

The Lobbyist Registration and Expenditure Reporting Systems have a new look to the registration and reporting formats. We are aware of the benefits of maintaining continuity in our user-friendly system, therefore the changes are mostly visual, and the functioning of the web pages for your registration and reporting tasks are virtually unchanged.

As always, you are encouraged to be familiar with the Lobbyist Registration Guide and the Expenditure Reporting Guide in order to maintain compliance with the Lobbyist Registration Act, and avoid filing errors and unnecessary late fees.

Most important items for your review include:

- Expenditure reporting on a semi-monthly schedule.
- Expenditures' itemization, regardless of amount.
- [Ethics training publication](#) for all lobbyists.
- [Prohibition of Sexual Harassment training publication](#).
- Affirmation of expenditure reports by lobbyists.
- Termination Requirements for registered Exclusive Lobbyists.

The Secretary of State's online lobbyist maintenance system provides lobbying entities and individual lobbyists periodic informational notices via email. It is important that changes in email addresses are immediately updated by amending lobbyist registration files. Please remember that lobbyist registration is a public document. Any lobbyist who does not want his or her home address, home email address or home phone to be listed publicly should provide workplace or other alternate contact information.

If you are a new authorized agent, [register now](#).

**User Name** required

**Password**

[Forgot your User Name or Password?](#)

**About Us**

- > Office of the Secretary of State
- > Secretary of State Jesse White
- > Privacy Policy
- > Terms of Use

**Contact Us**

- > Contact Forms

[f](#) [t](#) [v](#)

Cyberdriveillinois.com [Amber Alert](#) [National Center for Missing & Exploited Children](#)

To login to the Illinois Lobbyist Registration System perform the following:

- ❑ Enter User Name,
- ❑ Enter Password,
- ❑ Click *Submit*.

If you have forgotten your user name and/or password, click: *Forgot your User Name or Password?*  
Enter the email address registered to the Authorized Agent. The login information will be sent to this email address.

NOTE: If a period of inactivity by the user occurs during the registration process, the system may automatically close.

# Select Registration

## User With Assigned Entities

### Illinois Lobbyist System

Authorized Agent's Entity List

JOHN DOE is logged in • [Logout](#)  
[Agent Management](#) • [Contact Us](#)

This is a list of all the lobbying entities for which you are the Authorized Agent on record. To perform an activity related to any of these entities, select the radio button next to the Entity Name and then select the appropriate Registration Year for your intended transaction and choose continue at the bottom of the page.

If you wish to register an entity that has never before been registered by you or any other authorized agent, you can [Add a New Entity](#) now.

<input type="radio"/> ABC LOBBYING SERVICES	
Entity ID	8284
Address	123 MAIN ST. SPRINGFIELD, IL 62701
Year	<div>Select One</div>

If you wish to register an entity that has never before been registered by you or any other authorized agent, you can [Add a New Entity](#) now.

Continue

## New User

### Illinois Lobbyist System

Authorized Agent's Entity List

JOHN DOE is logged in • [Logout](#)  
[Agent Management](#) • [Contact Us](#)

If you wish to register an entity that has never before been registered by you or any other authorized agent, you can [Add a New Entity](#) now.

To register an entity not found on the database, select the *Add New Entity* link and proceed information located on to page 14 of this guide. If the entity is assigned:

- ☐ Click the button beside desired **Company Name**,
- ☐ Select **Year**,
- ☐ Click *Continue*.

NOTE: Please ensure the selection of the correct year for the annual registration filing.

***For established, self-employed entities – please proceed to page 36 for instructions.***

## Authorized Agent Menu

### Illinois Lobbyist System

**Authorized Agent Menu**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year	2018
Entity ID	8284
Entity Name	ABC LOBBYING SERVICES

[Registrations](#)  
Expenditures

- ❑ Click *Registrations*.

## Authorized Agent Registration Menu (non-self-employed entities)

### Illinois Lobbyist System

**Authorized Agent Registration Menu**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year	2018
Entity ID	8284
Entity Name	ABC LOBBYING SERVICES

**Entity Registration**

- [Annual](#)
- Semi-Annual
- Amended

**Exclusive Lobbyist Registration**

- Add an Exclusive Lobbyist to this entity

Previous Screen

**Annual registrations begin January 1.**

Begin *Entity Registration* procedure:

- ❑ Click *Annual*.

*Proceed to page 15 for additional instructions to complete this process.*

**NOTE: These screens will only appear for previously registered entities.**

# Employment Status For New Entities

## Illinois Lobbyist System

Registering a New Entity

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

You have chosen to add a new entity. Please check the [Searchable Database](#) to ensure the Entity that you are attempting to Register is not currently registered or has not previously been registered.

If the Entity was previously registered on the system, please contact the Index Department at 217-782-7017 before proceeding. Duplicate registrations submitted for the same year will not receive a refund.

Select the status of the entity you are trying to register.

☐ Self-Employed ☒ Not Self-Employed

Continue

When registering new entities it is important to first search the lobbyist database. This ensures that the entity has not been registered previously with the Index Department.

Select employment status of entity:

NOTE: A self-employed lobbyist is an individual who is not officially organized as a corporation or firm, and does not have employees engaged in lobbying activities. When registering as a self-employed lobbyist, you will not be permitted to use a business name. The name of the entity will be the same as the name of the registering lobbyist.

- ☐ Click **Self-Employed** or **Not Self-Employed**.
- ☐ Click *Continue*.

***Self-employed entities – please proceed to page 37 for instructions.***

# Registration Information

## Illinois Lobbyist System

New Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

### Entity Information

As should appear on the Lobbyist List  
This entity is a Standard Registration.

**Registration Year** required

Select One

**Name** required

**Address 1** required

**Address 2**

**City** required

**State** required

Select One

**ZIP Code** required

**Telephone Number** required

**Telephone Ext.**

**FAX**

### Responsible Party Information

Authorized Agent should not be named as the Responsible Party.

**First Name** required

**Middle Name**

**Last Name** required

**Address 1** required

**Address 2**

**City** required

**State** required

Select One

**ZIP Code**

**Telephone Number** required

**Telephone Ext.**

**FAX**

**Email Address** required

### Authorized Agent Information

JOHN DOE  
111 E. MONROE

SPRINGFIELD, Illinois 62756  
Telephone: (217) 782-7017 Ext: N/A  
Fax: (217) 557-8919  
JOHNDOE@EMAIL.COM

.....

[Continue](#)

Enter Information in fields marked *required*.

- ☐ Click *Continue*.



# Contractual Lobbying Entities Information

## Illinois Lobbyist System

New Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

### Contractual Lobbying Entities Information

If applicable, identify all lobbying entities that have been contracted to lobby on your behalf. Search below to choose lobbying entities currently or previously registered with the State of Illinois. **Do not list yourself as your own contractual lobbyist.**

Search by entity name, not by lobbyist name.

If a lobbying entity cannot be found using the search, enter the information below.

#### Add Contractual Lobbying Entity

Name		
<input type="text"/>		
Address 1	Address 2	
<input type="text"/>	<input type="text"/>	
City	State	ZIP Code
<input type="text"/>	<input type="text" value="Select One"/>	<input type="text"/>
Telephone Number	Telephone Ext.	FAX
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Click to add Contractual Lobbying Entity"/>		

A Contractual Lobbyist is an external firm/person that has been hired to lobby for another entity. A registering entity should not list themselves as their own contractual lobbyist.

List all contractual lobbying entities retained to lobby on behalf of the registering entity. Contractual lobbying entities may be selected individually by searching the *Illinois Registered Lobbying Entity List*. Enter a portion of each entity's name.

- ☐ Click *Search*.

Follow the instructions on the screen. If a lobbying entity cannot be found via the *Search* tool, enter the information for the new Contractual Lobbying Entity in the required fields.

- ☐ Select *Click to add Contractual Lobbying Entity*.

Contractual Lobbyists may be removed by selecting the box next to the Contractual Lobbyist you wish to have deleted and then selecting *Remove*. An attempt should be made to locate and register an existing lobbying entity rather than simply entering a new entity.

- ☐ Click *Continue*.

# Client Entity Information

**Illinois Lobbyist System**

**New Entity Registration**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

**Client Entity Information**  
If applicable, identify all corporations, associations, etc. which retained the entity listed above to lobby on their behalf. Search below to choose lobbying entities currently or previously registered with the State of Illinois. **Do not list yourself as your own client.**

Search Client Name

If a corporation, association, etc. cannot be found using the search, enter the information below.

**Add Client Entity**

**Name**

**Address 1**  **Address 2**

**City**  **State**  **ZIP Code**

**Telephone Number**  **Telephone Ext.**  **FAX**

A client is an external entity that has retained the services of a lobbyist. A registering entity should not list themselves as their own client.

List all client entities that have hired the registering entity. Client entity names may be selected individually by searching the Illinois Registered Lobbying Entity List. Enter a portion of each entity's name.

- ☐ Click *Search*.

Follow the instructions on the screen. If a lobbying entity cannot be found via the *Search* tool, enter the information for the new Client Entity in the required fields.

- ☐ Select *Click to add Client Entity*.

Client entities may be removed by selecting the box next to the client entity you wish to have deleted and then selecting *Remove*. An attempt should be made to locate and register an existing lobbying entity rather than simply entering a new entity.

- ☐ Click *Continue*.

## Sub-Client Entity Information

### Illinois Lobbyist System

New Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

#### Sub-Client Entity Information

Because you have selected a client(s) that has a client(s), you must indicate which, if any, sub-client(s) for whom you anticipate performing lobbying services. Select each appropriate box below.

Client Entity Name	
XYZ CONSULTING	
Add Sub Client	Sub Client Entity Name
<input type="checkbox"/> 8281	BIRD WATCHER ASSOCIATION
<input type="checkbox"/> 8282	TRUCKERS R US

[Previous Screen](#)[Continue](#)

A Sub-Client is an external entity, who is one of your listed clients, for whom you anticipate lobbying. A registering entity should not list themselves as their own sub-client.

All selected clients that have additional clients of their own are displayed on this page. If you intend to lobby on behalf of any of these sub-clients, you must indicate your intent by selecting the appropriate boxes.

Select the box next to the entity ID number of any sub-client(s) for whom you anticipate lobbying.

- ☐ Click *Continue*.

# Lobbying Intent

Illinois Lobbyist System

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

New Entity Registration

Lobbying Intent

Select each Executive and/or Legislative Branch Agency the registrant intends to lobby during this registration period: *required*

AGING, DEPT. OF  
AGRICULTURE, DEPT. OF  
ATTORNEY GENERAL  
ATTORNEY GENERAL'S OFFICE  
BOILER AND PRESSURE VESSEL RULES BOARD  
CAPITAL DEVELOPMENT BOARD  
CARNIVAL-AMUSEMENT SAFETY BOARD  
CENTRAL MANAGEMENT SERVICES, DEPT. OF  
CHARITABLE TRUST STABILIZATION COMMITTEE  
CHICAGO TRANSIT AUTHORITY BOARD

AddRemove

The added agencies will be displayed below.

Check All That Apply *required*

☐ Executive ☐ Legislative ☐ Administrative

Brief written description of the lobbying activity which the registrant intends to perform *required*

Indicate the subject matter of the lobbying intent by checking all of the following categories that may apply *required*

☐ AGRICULTURE  
☐ APPROPRIATIONS, BUDGET OR REVENUE  
☐ ARTS OR ARCHITECTURE  
☐ BANKING AND FINANCIAL SERVICES  
☐ CHILD WELFARE  
☐ CIVIL JUSTICE  
☐ COAL, PETROLEUM OR ENERGY  
☐ COMMUNITY INTERESTS  
☐ CONSERVATION OR OUTDOOR RECREATION  
☐ CRIMINAL JUSTICE  
☐ ECONOMIC DEVELOPMENT  
☐ EDUCATION  
☐ ELECTIONS  
☐ EMPLOYMENT OR WORKPLACE  
☐ ENGINEERING  
☐ ENVIRONMENT  
☐ FOOD, NUTRITION OR FOOD SAFETY  
☐ GOVERNMENT - STATE OR LOCAL  
☐ HEALTH CARE  
☐ HOSPITALITY  
☐ HOUSING  
☐ INFORMATION OR TECHNOLOGY PRODUCTS OR SERVICES  
☐ INSURANCE  
☐ LABOR  
☐ LEGAL SERVICES OR COURTS  
☐ LICENSED PROFESSIONALS  
☐ MANUFACTURING  
☐ MARIJUANA/CANNABIS: MEDICAL; LICENSURE; PRODUCTION  
☐ MARKETING OR SALES  
☐ MENTAL, PHYSICAL OR DEVELOPMENTAL DISABILITIES  
☐ PENSIONS OR RETIREMENT  
☐ PHARMACEUTICALS  
☐ PUBLIC HEALTH  
☐ PUBLIC RELATIONS OR ADVERTISING  
☐ PUBLIC SAFETY  
☐ PUBLIC UTILITIES  
☐ RACING OR WAGERING  
☐ REAL ESTATE OR CONSTRUCTION  
☐ SMALL BUSINESS  
☐ SOCIAL SERVICES  
☐ TAXATION - STATE OR LOCAL  
☐ TELECOMMUNICATIONS  
☐ TOBACCO, WINE, BEER OR SPIRITS  
☐ TRADE OR PROFESSIONAL ASSOCIATION  
☐ TRANSPORTATION  
☐ TRAVEL OR TOURISM

Other Subject Matter

Continue

See instructions on next page.

---

# Lobbying Intent Instructions

## Executive and/or Legislative Branch Agencies

- ☐ To add an agency, select the appropriate agency in the agency dropdown and click *Add*.
- ☐ To remove an agency, click on the agency in the selected list and click *Remove*.

## Description of Lobbying Activity

- ☐ Click unchecked boxes to add a branch of government.
- ☐ Click checked boxes to remove a branch of government.
- ☐ Add description of lobbying activity.

## Subject Matter

- ☐ Click unchecked boxes to add a subject matter.
- ☐ Click checked boxes to remove a subject matter.
- ☐ If a subject matter is not found in the pre-displayed list, one may be entered as *Other Subject Matter*.

The *Other Subject Matter* field should only be used when the broad subject matter descriptions provided cannot be utilized.

# Anti-Sexual Harassment Policy and Training Information

## Illinois Lobbyist System

### Illinois Secretary of State Lobbyist Anti-Sexual Harassment Training

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Submission of this registration certifies, under penalties pursuant to Section 1-109 of the Code of Civil Procedure, that the registrant is in compliance with the sexual harassment provisions of the Lobbyist Registration Act (25 ILCS 170) and acknowledges that the registrant, at a minimum:

- Has a sexual harassment policy as required by Section 4.7(c) of the Act on the prevention, prohibition and investigation of sexual harassment and retaliation, to include how an individual can report allegations; consequences for violations of the prohibition on sexual harassment or retaliation; availability of whistleblower protections; and the consequences of filing a false report.
- Provide all employees required to register as a lobbyist with a copy of the sexual harassment policy and secure an acknowledgment of receipt.
- Shall inform each employee registered as a lobbyist of his or her requirement to complete the anti-sexual harassment training, provided by the Secretary of State, within 30 days of the employee's registration;
- Shall provide a copy of the sexual harassment policy, within 2 business days, to any individual who has made a written request;
- Has procedures for the registrant and authorized agent to receive allegations of sexual harassment including options for where a report may be filed;
- Has a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections;
- Acknowledges that the Inspector General of the Secretary of State has jurisdiction to review allegations of sexual harassment.
- Acknowledges that violations with regard to sexual harassment are subject to the jurisdiction of the Executive Ethics Commission and are subject to the penalties of the State Officials and Employees Ethics Act (5 ILCS 430).

Acknowledging the points of this certification is not a substitute for being aware of all the provisions within the Lobbyist Registration Act on sexual harassment policy, and other requirements of the Act.

[Continue](#)

This screen provides information pertaining to the Anti-Sexual Harassment Policy and Training requirements.

# Annual Entity Registration – Review Screen

**Illinois Lobbyist System**

New Entity Registration - Review Screen

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Type: New

This entity is a Standard Registration.

Please review the information below before submitting.

Entity Information <small>As should appear on the Lobbyist List</small>	
Registration Year	2018
Name	ABC LOBBYING SERVICES
Address	123 MAIN ST. SPRINGFIELD, IL 62701
Telephone Number	(217) 123-4508 Ext.
Fax	(217) 987-0545

Edit Entity Section

Responsible Party Information	
Name	JANE DOE
Address	123 MAIN ST. SPRINGFIELD, IL 62701
Telephone	(217) 123-4508 Ext.
Fax	(217) 987-0545
Email Address	JANEDOE@EMAIL.COM

Edit Entity Section

Authorized Agent Information	
Name	JOHN DOE
Address	111 E. MONROE SPRINGFIELD, IL 62756
Telephone Number	(217) 782-7017 Ext.
Fax	(217) 557-8919
Email Address	JOHNDOE@EMAIL.COM

Contractual Lobbying Firms	
<div><div>Edit Contractuals Section</div></div>	

Clients	
XYZ CONSULTING 789 W. MAIN ST. , SPRINGFIELD , IL 62701	NEW
<div><div>Edit Clients Section</div></div>	

Sub Clients	
<div><div>Edit Sub Clients Section</div></div>	

Lobbying Intent	
The registrant intends to lobby the following Executive and/or Legislative Branch Agencies during this registration period: GENERAL ASSEMBLY MEMBERS	
The registrant's intended activity description involves the following actions: Legislative	
Brief description of the lobbying activity which the registrant intends to perform: lobbying activities	
The registrant intends to lobby the following subject matters: GOVERNMENT - STATE OR LOCAL	
<div><div>Edit Intent Section</div></div>	

Fee For This Transaction	
Total Fee	\$300.00

Continue

©2019Illinois.com - Author Alert - National Center for Missing & Exploited Children

See instructions on next page.

---

## Review Screen Instructions

The Review Screen provides a presentation of your entire registration for review. Any modifications may be made prior to submission of the registration. Click *Edit on specific section*; perform desired corrections; click *Continue* to return to Review Screen.

- ❑ Select *Continue*.



# Payment Billing Information Screen

**Illinois Lobbyist System**

Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Your Fee for this Transaction	
Total Fee	\$300.00

A payment processor fee of 2.35% will be assessed for Credit Cards or a fee of \$1.22 will be assessed for Electronic Checks (if accepted). Credit card companies charge a fee for use of their cards. For most private businesses, these charges are built into the price of their products and services and is therefore transparent to the cardholder. By law, Illinois government cannot absorb this banking/payment processor fee, and therefore it must pass directly to the customer.

Account Holder Information

First Name required

Middle Name

Last Name required

Billing Address required

City required

ZIP Code required

Continue

Please provide the name and billing address of the individual paying the registration fee.

Once the required information is entered:

- ❑ Click *Continue*.

# Payment Billing Information Review Screen

## Illinois Lobbyist System

Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Fee for this Transaction

Total Fee \$300.00

A payment processor fee of 2.35% will be assessed for Credit Cards or a fee of \$1.22 will be assessed for Electronic Checks (if accepted). Credit card companies charge a fee for use of their cards. For most private businesses, these charges are built into the price of their products and services and is therefore transparent to the cardholder. By law, Illinois government cannot absorb this banking/payment processor fee, and therefore it must pass directly to the customer.

Billing Information

Edit

John Doe  
123 Main St.  
Springfield, 62701

Confirmation Email will be sent to the Authorized Agent

Pay Now

Please review the billing information for accuracy. If changes are required, select *Edit*.

Once all information is entered correctly:

- ☐ Click *Pay Now*.

## Credit Card Option

The screenshot displays the 'Illinois Lobbyist System' interface. A modal window titled 'Lobbyist Registration MID' is open, allowing users to select a payment method. The modal includes a 'Payment Method' section with icons for credit cards and a checkbox for electronic checks. Below this is a 'Billing Information' section with fields for name, address, and phone number. A 'Next' button is at the bottom of the modal. The background page shows the 'Entity Registration' section with a 'Fee for this Transaction' and 'Total Fee' summary. A note mentions a 2.35% payment processor fee. The top right corner indicates 'JOHN DOE is logged in' with links for 'Logout', 'Lobbyist Home', and 'Contact Us'. A 'Play Now' button is visible in the bottom right corner of the page.

Illinois Lobbyist System

Entity Registration

Fee for this Transaction

Total Fee

A payment processor fee of 2.35% will be charged. Credit card companies charge a fee for using credit cards and services and is therefore transparent and therefore it must pass directly to the consumer.

Billing Information

John Doe  
123 Main St.  
Springfield, 62701

Confirmation Email will be sent to the Authorized User.

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Payment Method

xxxx xxxx xxxx xxxx MM YYYY CVV

VISA MASTERCARD DISCOVER

Billing Information

John Doe  
123 Main St.  
Springfield Phone number

Next

© Fortis Payment Systems Security Privacy TOS

Play Now

This screen appears if you have opted to pay by credit card.

You may switch payment options, if necessary. The link to the electronic check payment option is located in the upper-right corner.

Once the required information is entered:

- ❑ Click *Next*.

## Electronic Check Option

The screenshot displays the 'Illinois Lobbyist System' interface. A modal window titled 'Lobbyist Registration MID' is open, showing the 'Payment Method' section with 'Checking' selected. Below this, there are input fields for '9-digit Routing #' and 'Account number', followed by a 'Re-enter account num' field. The 'Billing information' section shows 'John Doe' at '123 Main St., Springfield'. A 'Next' button is at the bottom of the modal. The background shows the 'Entity Registration' page with a 'Total Fee' section and a 'Pay Now' button at the bottom right.

Illinois Lobbyist System

Entity Registration

Fee for this Transaction

Total Fee

A payment processor fee of 2.35% will be charged. Credit card companies charge a fee for using their services and is therefore transparent and therefore it must pass directly to the consumer.

Billing Information

John Doe  
123 Main St.  
Springfield, 62701

Confirmation Email will be sent to the Authorized User.

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Payment Method

9-digit Routing #

Account number

Re-enter account num

Checking

Billing information

John Doe  
123 Main St.  
Springfield

Phone number

Next

Pay Now

This screen appears if you have chosen to pay by electronic check. The sample presented on the screen is a personal check containing the routing number, followed by the account number. Checks do not necessarily list the routing numbers and account numbers in that order.

You may switch payment options, if necessary. The link to the credit card payment option is located in the upper-right corner.

Once the required information is entered:

- ❑ Click *Next*.

# Payment Authorization

**Illinois Lobbyist System**

**Entity Registration**

Fee for this Transaction

**Total Fee**

A payment processor fee of 2.35% will be charged. Credit card companies charge a fee for using their services and is therefore transparent and therefore it must pass directly to the consumer.

**Billing Information**

John Doe  
123 Main St.  
Springfield, 62701

Confirmation Email will be sent to the Authorized User.

**Lobbyist Registration MID**

Payment Information [Edit](#)

**VISA** John Doe  
Visa Credit Card - 0000  
Exp. 02/2020

**Amount Summary**

Sub-Total:	\$300.00
Service Fee:	\$7.05
Amount:	\$307.05

[Authorize](#)

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

[Edit](#)

[Pay Now](#)

© Perle Payment Systems [Security](#) [Privacy](#) [TOS](#)

**NOTE:** Until you click *Authorize*, the registration is incomplete.

# Entity Registration Receipt

## Illinois Lobbyist System

### Entity Registration Receipt

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Your transaction has been successfully completed! Please print this receipt page and keep it for your records. This is presented as a PDF document and should be opened in Adobe Acrobat Reader (DC) for the best result. Macintosh and Windows versions of the free Adobe Reader (DC) are available from Adobe at <http://get.adobe.com/reader/>.

#### Information for this Transaction

Date/Time of Registration	2018-11-01 10:03:24.689 (Central Time)
Registration Type	Annual Entity Registration
Registration Year	2018
Entity ID	8284
Entity Name	ABC LOBBYING SERVICES
Confirmation Number	123456
<b>Total Amount</b>	<b>\$307.05</b>

[Print Registration Filings](#)[Print Receipt](#)

Email with the above information has been sent to the Authorized Agent at JOHNDOE1@EMAIL.COM.

[Add Exclusive Lobbyists](#)[Return to Authorized Agent's Entity List](#)

To print this screen as it is your receipt of payment, click **Print Receipt**. The Index Department is unable to reproduce this screen again for the Authorized Agent.

Select **Print Registration Filings** to obtain a copy of the registration that was just filed. After retrieving your printable copies, close the box and return to receipt screen.

To complete additional transactions, click **Add Exclusive Lobbyist** and proceed to page 31 or **Return to Authorized Agent's Entity List**.

If transactions are complete, click **Logout** in the upper-right corner.

# Exclusive Lobbyist Registration

## Illinois Lobbyist System

**Authorized Agent Registration Menu**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year	2018
Entity ID	8284
Entity Name	ABC LOBBYING SERVICES

**Entity Registration**

- Annual
- Semi-Annual
- [Amended](#)

**Exclusive Lobbyist Registration**

- [Add an Exclusive Lobbyist to this entity](#)

[Previous Screen](#)

To register an exclusive lobbyist, Click *Add an Exclusive Lobbyist to this entity*.

# Exclusive Lobbyist Registration Anti-Sexual Harassment Training Information

## Illinois Lobbyist System

### Illinois Secretary of State Lobbyist Anti-Sexual Harassment Training

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

#### Notice - New Requirement for Lobbyists

Pursuant to 25 ILCS 4.7, each person required to register as a lobbyist must be:

- Provided with a copy of the sexual harassment policy of the employing lobbying entity, and the authorized agent must secure an acknowledgment of receipt of such policy.
- Informed of the requirement to complete the sexual harassment training, provided by the Secretary of State, within 30 days of the employee's registration.

Acknowledging the points of this certification is not a substitute for being aware of all the provisions within the Lobbyist Registration Act on sexual harassment policy, and other requirements of the Act.

[Continue](#)

The Anti-Sexual Harassment Training screen contains information pertaining to requirements of an exclusive lobbyist.



# Exclusive Lobbyist Registration Search

## Illinois Lobbyist System

**Exclusive Lobbyist Information**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year	2018
Entity ID	8284
Entity Name	ABC LOBBYING SERVICES

Search to determine if the individual to be registered as an Exclusive Lobbyist is listed. If so, select the record and complete the Exclusive Lobbyist registration. Payment processing will occur for each Exclusive Lobbyist registered.

**Individual's Last Name** required

Name	Lobbyist ID	Ethics	Anti-Sexual Harassment	Affirmations
------	-------------	--------	------------------------	--------------

Add New Lobbyist

Prior to adding an Exclusive Lobbyist, the *Search* tool should be used to determine if the individual has been listed on the system previously.

- ❑ Enter the last name of the lobbyist in the search field and click *Search*.

If the individual has not previously registered as a lobbyist or cannot be found via the *Search*:

- ❑ Select *Add New Lobbyist* and proceed to page 34.

**An attempt should be made to locate the exclusive lobbyist via the *Search* tool.**

# Exclusive Lobbyist Search Result Screen

## Illinois Lobbyist System

### Exclusive Lobbyist Information

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year	2018
Entity ID	8284
Entity Name	ABC LOBBYING SERVICES

Search to determine if the individual to be registered as an Exclusive Lobbyist is listed. If so, select the record and complete the Exclusive Lobbyist registration. Payment processing will occur for each Exclusive Lobbyist registered.

Individual's Last Name required

 

A lobbyist listed as "Not In Compliance" under the Ethics, Anti-Sexual Harassment or the Affirmations columns cannot be registered as a lobbyist until he/she has completed all mandatory ethics training, anti-sexual harassment training, and/or affirmation filings for past registrations.

If the name of the individual to be registered as an Exclusive Lobbyist cannot be found using the search, click the option to add a new lobbyist.

Name	Lobbyist ID	Ethics	Anti-Sexual Harassment	Affirmations
<a href="#">LEWIS, BOB</a>	1111	2011-01-25		2012-01-06
<a href="#">LEWIS, CARRIE</a>	2222			
LEWIS, DON	3333	2012-02-03	Exempt From Training	NOT IN COMPLIANCE
<a href="#">LEWIS, FRANK</a>	4444			
LEWIS, KATHY	1414	NOT IN COMPLIANCE	NOT IN COMPLIANCE	
<a href="#">LEWIS, KYRA</a>	2424	2018-01-22	2018-02-06	
<a href="#">LEWIS, LANCE</a>	3131	2018-01-04	2018-01-04	
<a href="#">LEWIS, MARK</a>	4343			
<a href="#">LEWIS, RON</a>	5151			
<a href="#">LEWIS, KARL</a>	6262			

[Add New Lobbyist](#)

To choose an individual's name from search results:

- ☐ Click exclusive lobbyist's name.

The exclusive's lobbyist information page will then be displayed.

If *Search* does not present the lobbyist name:

- ☐ Click *Add New Lobbyist*.

If the lobbyist is listed as NOT IN COMPLIANCE, he/she has failed to complete a training requirement and cannot be selected as a lobbyist until the required training has been completed. Contact the lobbyist and advise him/her that completion of the training course is required to qualify for registration.

# Exclusive Lobbyist Information Screen

The screenshot shows the 'Illinois Lobbyist System' interface. At the top, it says 'Exclusive Lobbyist Information Statement'. On the right, it indicates 'JOHN DOE is logged in' with links for 'Logout', 'Lobbyist Home', and 'Contact Us'. Below this, a message states 'The Exclusive Lobbyist registration fee is \$300.00.' The main section is titled 'Lobbyist Information' with a sub-header 'Registration Year - 2018'. The form contains several input fields: 'First Name' (required), 'Middle Name', 'Last Name' (required), 'Address 1' (required), 'Address 2', 'City' (required), 'State' (required, with a dropdown menu showing 'Select One'), 'Zip Code' (required), 'Telephone Number' (required), 'Telephone Ext.', 'Fax Number', and 'Email Address' (required). Below these fields, there is a note: 'If a temporary address will be maintained while lobbying, please enter that address below.' This is followed by another set of fields for 'Address 1', 'Address 2', 'City', 'State' (dropdown), and 'Zip Code'. At the bottom, there is a 'Photo' section with a 'required' label and two radio button options: 'Illinois Drivers License/State ID Card' and 'Upload Photo'. A 'Continue' button is located at the bottom right of the form.

When registering a new exclusive lobbyist, all the required fields marked with an asterisk (\*) must be completed.

A photo must be provided utilizing one of two options: an **Illinois Driver's License/State ID Card** or **Upload Photo**.

**If uploading your own photo, refer to page 6 of the guide for photo requirements.**

If you are registering an exclusive lobbyist that has been previously registered, this page will contain the individual's name, registration year, ID number and photo, if available. Enter the required information in the fields displayed or review the information contained in the pre-populated fields and make any desired corrections.

If a lobbyist was registered prior to 2006, a photo will not be available for their record. If a photo already exists for the record, you have the option of continuing to use that photo, to provide an Illinois driver's license/identification card photo or to upload a different photo.

**Registrations will not be processed without acceptable photos.**

- ☐ Click *Continue* to proceed to payment.

**The payment process for all exclusive lobbyists is the same as the process during an entity registration.**

# Exclusive Lobbyist Receipt Screen

Illinois Lobbyist System

Exclusive Lobbyist Registration Receipt

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Your transaction has been successfully completed! Please print this receipt page and keep it for your records. This is presented as a PDF document and should be opened in Adobe Acrobat Reader (DC) for the best result. Macintosh and Windows versions of the free Adobe Reader (DC) are available from Adobe at <http://get.adobe.com/reader/>.

Information for this Transaction	
Date/Time of Registration	2018-10-30 09:26:59.113 (Central Time)
Registration Type	Annual Exclusive Lobbyist Registration
Registration Year	2018
Entity ID	8283
Entity Name	ABC LOBBYING SERVICES
Lobbyist ID	9635
Lobbyist Name	JOHN DOE
Confirmation Number	123456
<b>Total Amount</b>	<b>\$307.05</b>

[Print Registration Filings](#)[Print Receipt](#)

Email with the above information has been sent to the Authorized Agent at JOHNDOE@EMAIL.COM.

Identification badges are available to registered lobbyists who visit the State Capitol Complex in Springfield. Lobbyists should be prepared to present current state issued photo identification. The badges may be obtained by lobbyists from:

Secretary of State Police Security Base  
Michael J. Howlett Bldg.  
501 S. 2nd St., Rm. 006  
Springfield, IL 62756

[Add Another Exclusive Lobbyist](#)[Return to Authorized Agent's Entity List](#)

To print this screen as your receipt of payment, select *Print Receipt*. **The Index Department is unable to reproduce this screen for the Authorized Agent.**

Click *Print Registration Filings* to obtain a copy of the registration filed. After retrieving the printable copies, close the box and return to receipt screen.

To complete additional transactions, click **Add Another Exclusive Lobbyist** or **Return to Authorized Agent's Entity List**.

If transactions are complete, click *Logout* in the upper-right corner.

## Authorized Agent Menu

### Illinois Lobbyist System

**Authorized Agent Menu**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year	2018
Entity ID	8285
Entity Name	DOE, JOHN

[Registrations](#)  
Expenditures

- ❑ Click *Registrations*.

## Authorized Agent Registration Menu (self-employed entities)

### Illinois Lobbyist System

**Authorized Agent Registration Menu**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year	2018
Entity ID	8285
Entity Name	DOE, JOHN

**Entity Registration**

- [Annual](#)
- Semi-Annual
- Amended

Previous Screen

**Annual registrations begin January 1.**

Begin *Entity Registration* procedure:

- ❑ Click *Annual*.

**Proceed to page 38.**

**NOTE:** These screens will only appear for previously registered self-employed entities.

# Self-Employed Entity Agreement

## Illinois Lobbyist System

### Registering a New Entity

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

An individual who is not officially organized as a corporation or firm may register as a self-employed lobbying entity, however, the entity may only register using the name of an individual. That individual will also be the only exclusive lobbyist registered to the entity. There cannot be another exclusive lobbyist other than the registered individual in a self-employed entity. The authorized Agent for a self-employed entity may be the registered individual, or another person that will complete expenditure reports and lobbyist registrations, but not perform any lobbying activities. Once you are registered as a self-employed entity, you can not change the status from self-employed to not self-employed without being required to register again and pay additional fees.

[I Decline](#)

[I Agree](#)

Self-employed entities must click / *Agree* to continue.

**NOTE: This screen will appear only for entities that have not been registered in previous years.**

# Lobbyist Information

## Illinois Lobbyist System

**Exclusive Lobbyist Information**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

An annual registration fee is required for all entities. However, a self-employed independent contract lobbyist who does not lobby under an assumed business name and who does not have any employees engaged in lobbying activities may submit a single annual fee.

### Lobbyist Information

**Registration Year** required

2018

**First Name** required **Middle Name** **Last Name** required

**Address 1** required **Address 2**

**City** required **State** required **Zip Code** required

**Telephone Number** required **Telephone Ext.** **Fax Number**

**Email Address** required

If a temporary address will be maintained while lobbying, please enter that address below.

**Address 1** **Address 2**

**City** **State** **Zip Code**

**Photo** required

☐ Illinois Drivers License/State ID Card ☐ Upload Photo

[Continue](#)

When registering a new self-employed lobbyist, all the required fields marked with an asterisk (\*) must be completed.

A photo must be provided utilizing one of two options: **Illinois Driver's License/State ID Card** or **Upload Photo**.

**If uploading your own photo, refer to page 6 of this guide for photo requirements.**

If you are registering a self-employed entity that has already been established on the system, this page will be pre-populated with the previous information. Review the information and make any desired corrections. Please indicate if you will continue to use the photo presented, provide an Illinois driver's license/identification card photo or to upload a different photo.

**Registrations will not be processed without acceptable photos.**

- ☐ Click *Continue*.

# Registration Information

**Illinois Lobbyist System**

**New Entity Registration**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Registration Year2018

NameDOE, JOHN J.

**Address 1** required

1010 FIRST AVENUE

**Address 2**

**City** required

SPRINGFIELD

**State** required

Illinois

**ZIP Code** required

62701

**Telephone Number** required

(217) 555-4500

**Telephone Ext.**

**FAX**

**Responsible Party Information**  
Authorized Agent should not be named as the Responsible Party.

**First Name** required

JOHN

**Middle Name**

J.

**Last Name** required

DOE

**Address 1** required

1010 FIRST AVENUE

**Address 2**

**City** required

SPRINGFIELD

**State** required

Illinois

**ZIP Code**

62701

**Telephone Number** required

(217) 555-4500

**Telephone Ext.**

**FAX**

**Email Address** required

JDOE@EMAIL.COM

**Authorized Agent Information**  
JOHN DOE  
111 E. MONROE  
  
SPRINGFIELD, Illinois 62756  
Telephone: (217) 782-1071 Ext: N/A  
Fax: (217) 557-8919  
JDOE@EMAIL.COM

Continue

- ☐ Review registration information;
- ☐ Perform desired modifications;
- ☐ Click *Continue*.



# Contractual Lobbying Entities Information

## Illinois Lobbyist System

New Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

### Contractual Lobbying Entities Information

If applicable, identify all lobbying entities that have been contracted to lobby on your behalf. Search below to choose lobbying entities currently or previously registered with the State of Illinois. **Do not list yourself as your own contractual lobbyist.**

Search by entity name, not by lobbyist name.

If a lobbying entity cannot be found using the search, enter the information below.

#### Add Contractual Lobbying Entity

Name		
<input type="text"/>		
Address 1		Address 2
<input type="text"/>		<input type="text"/>
City	State	ZIP Code
<input type="text"/>	<input type="text" value="Select One"/>	<input type="text"/>
Telephone Number	Telephone Ext.	FAX
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Click to add Contractual Lobbying Entity"/>		

A Contractual Lobbyist is an external firm/person that has been hired to lobby for another entity. A registering entity should not list themselves as their own contractual lobbyist.

List all contractual lobbying entities retained to lobby on behalf of the registering entity. Contractual lobbying entities may be selected individually by searching the *Illinois Registered Lobbying Entity List*. Enter a portion of the entity name.

- ☐ Click *Search*.

Follow the instructions on the screen. If a lobbying entity cannot be found via the *Search* tool, the information for a new Contractual Lobbying Entity may be entered in the required fields marked with an asterisk(\*).

- ☐ Select *Click to add Contractual Lobbying Entity*.

Contractual Lobbyists may be removed by selecting the box next to the Contractual Lobbyist you wish to have deleted and then selecting *Remove*. An attempt should be made to locate and register an existing lobbying entity rather than simply entering a new entity.

- ☐ Click *Continue*.

# Client Entity Information

## Illinois Lobbyist System

[New Entity Registration](#)

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

### Client Entity Information

If applicable, identify all corporations, associations, etc. which retained the entity listed above to lobby on their behalf. Search below to choose lobbying entities currently or previously registered with the State of Illinois. **Do not list yourself as your own client.**

If a corporation, association, etc. cannot be found using the search, enter the information below.

Add Client Entity

Name

Address 1

Address 2

City

State

Select One

ZIP Code

Telephone Number

Telephone Ext.

FAX

Click to add Client Entity

Continue

A client is an external entity that has retained the services of a lobbyist. A registering entity should not list themselves as their own client.

List all client entities that have hired the registering entity. Client entity names may be selected individually by searching the *Illinois Registered Lobbying Entity List*. Enter a portion of the entity name.

- ☐ Click *Search*.

Follow the instructions on the screen. If a lobbying entity cannot be found via the *Search* tool, all the information for a new Client Entity may be entered in the required fields marked with an asterisk (\*).

- ☐ Select *Click to add Client Entity*.

Client entities may be removed by selecting the box next to the client entity you wish to have deleted and then selecting *Remove*. An attempt should be made to locate and register an existing lobbying entity rather than simply entering a new entity.

- ☐ Click *Continue*.

Annual Registration Guide

41

# Sub-Client Entity Information

## Illinois Lobbyist System

New Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

### Sub-Client Entity Information

Because you have selected a client(s) that has a client(s), you must indicate which, if any, sub-client(s) for whom you anticipate performing lobbying services. Select each appropriate box below.

Client Entity Name	
XYZ CONSULTING	
Add Sub Client	Sub Client Entity Name
<input type="checkbox"/> 8281	BIRD WATCHER ASSOCIATION
<input type="checkbox"/> 8282	TRUCKERS R US

Previous Screen

Continue

A Sub-Client is an external entity, who is one of your listed clients, for whom you anticipate lobbying. A registering entity should not list themselves as their own sub-client.

All of your selected clients that have additional clients are displayed on this page. If you intend to lobby on behalf of any of these sub-clients you must indicate your intent by selecting the appropriate boxes.

Select the box next to the entity ID number of any sub-client(s) for whom you anticipate lobbying.

☐ Click *Continue*.

# Lobbying Intent

Illinois Lobbyist System

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

New Entity Registration

Lobbying Intent

Select each Executive and/or Legislative Branch Agency the registrant intends to lobby during this registration period: *required*

AGING, DEPT. OF  
AGRICULTURE, DEPT. OF  
ATTORNEY GENERAL  
ATTORNEY GENERAL'S OFFICE  
BOILER AND PRESSURE VESSEL RULES BOARD  
CAPITAL DEVELOPMENT BOARD  
CARNIVAL-AMUSEMENT SAFETY BOARD  
CENTRAL MANAGEMENT SERVICES, DEPT. OF  
CHARITABLE TRUST STABILIZATION COMMITTEE  
CHICAGO TRANSIT AUTHORITY BOARD

AddRemove

The added agencies will be displayed below.

Check All That Apply *required*

☐ Executive ☐ Legislative ☐ Administrative

Brief written description of the lobbying activity which the registrant intends to perform *required*

Indicate the subject matter of the lobbying intent by checking all of the following categories that may apply *required*

☐ AGRICULTURE  
☐ APPROPRIATIONS, BUDGET OR REVENUE  
☐ ARTS OR ARCHITECTURE  
☐ BANKING AND FINANCIAL SERVICES  
☐ CHILD WELFARE  
☐ CIVIL JUSTICE  
☐ COAL, PETROLEUM OR ENERGY  
☐ COMMUNITY INTERESTS  
☐ CONSERVATION OR OUTDOOR RECREATION  
☐ CRIMINAL JUSTICE  
☐ ECONOMIC DEVELOPMENT  
☐ EDUCATION  
☐ ELECTIONS  
☐ EMPLOYMENT OR WORKPLACE  
☐ ENGINEERING  
☐ ENVIRONMENT  
☐ FOOD, NUTRITION OR FOOD SAFETY  
☐ GOVERNMENT - STATE OR LOCAL  
☐ HEALTH CARE  
☐ HOSPITALITY  
☐ HOUSING  
☐ INFORMATION OR TECHNOLOGY PRODUCTS OR SERVICES  
☐ INSURANCE  
☐ LABOR  
☐ LEGAL SERVICES OR COURTS  
☐ LICENSED PROFESSIONALS  
☐ MANUFACTURING  
☐ MARIJUANA/CANNABIS: MEDICAL; LICENSURE; PRODUCTION  
☐ MARKETING OR SALES  
☐ MENTAL, PHYSICAL OR DEVELOPMENTAL DISABILITIES  
☐ PENSIONS OR RETIREMENT  
☐ PHARMACEUTICALS  
☐ PUBLIC HEALTH  
☐ PUBLIC RELATIONS OR ADVERTISING  
☐ PUBLIC SAFETY  
☐ PUBLIC UTILITIES  
☐ RACING OR WAGERING  
☐ REAL ESTATE OR CONSTRUCTION  
☐ SMALL BUSINESS  
☐ SOCIAL SERVICES  
☐ TAXATION - STATE OR LOCAL  
☐ TELECOMMUNICATIONS  
☐ TOBACCO, WINE, BEER OR SPIRITS  
☐ TRADE OR PROFESSIONAL ASSOCIATION  
☐ TRANSPORTATION  
☐ TRAVEL OR TOURISM

Other Subject Matter

Continue

See instructions on next page.

---

# Lobbying Intent Instructions

## Executive and/or Legislative Branch Agencies

- ☐ To add an agency, select the appropriate agency in the agency dropdown and click *Add*.
- ☐ To remove an agency, click on the agency in the selected list and click *Remove*.

## Description of Lobbying Activity

- ☐ Click unchecked boxes to add a branch of government.
- ☐ Click checked boxes to remove a branch of government.
- ☐ Add description of lobbying activity.

## Subject Matter

- ☐ Click unchecked boxes to add a subject matter.
- ☐ Click checked boxes to remove a subject matter.
- ☐ If subject matter is not found in the pre-displayed list, one may be entered as *Other Subject Matter*.

The *Other Subject Matter* field should only be used when the broad subject matter descriptions provided cannot be utilized.

# Anti-Sexual Harassment Policy and Training Information

## Illinois Lobbyist System

### Illinois Secretary of State Lobbyist Anti-Sexual Harassment Training

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Submission of this registration certifies, under penalties pursuant to Section 1-109 of the Code of Civil Procedure, that the registrant is in compliance with the sexual harassment provisions of the Lobbyist Registration Act (25 ILCS 170) and acknowledges that the registrant, at a minimum:

- Has a sexual harassment policy as required by Section 4.7(c) of the Act on the prevention, prohibition and investigation of sexual harassment and retaliation, to include how an individual can report allegations; consequences for violations of the prohibition on sexual harassment or retaliation; availability of whistleblower protections; and the consequences of filing a false report.
- Provide all employees required to register as a lobbyist with a copy of the sexual harassment policy and secure an acknowledgment of receipt.
- Shall inform each employee registered as a lobbyist of his or her requirement to complete the anti-sexual harassment training, provided by the Secretary of State, within 30 days of the employee's registration;
- Shall provide a copy of the sexual harassment policy, within 2 business days, to any individual who has made a written request;
- Has procedures for the registrant and authorized agent to receive allegations of sexual harassment including options for where a report may be filed;
- Has a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections;
- Acknowledges that the Inspector General of the Secretary of State has jurisdiction to review allegations of sexual harassment.
- Acknowledges that violations with regard to sexual harassment are subject to the jurisdiction of the Executive Ethics Commission and are subject to the penalties of the State Officials and Employees Ethics Act (5 ILCS 430).

Acknowledging the points of this certification is not a substitute for being aware of all the provisions within the Lobbyist Registration Act on sexual harassment policy, and other requirements of the Act.

[Continue](#)

This screen provides information pertaining to the Anti-Sexual Harassment Policy and Training requirements.

# Annual Entity Registration – Review Screen

Illinois Lobbyist System

JOHN DOE is logged in - [Logout](#)  
[Lobbyist Home](#) - [Contact Us](#)

Registration Type: New  
This entity is registered as Self-employed.  
Please review the information below before submitting.

Lobbyist Information

Name	JOHN J. DOE
Address	1010 FIRST AVENUE SPRINGFIELD, IL 62701
Telephone	(217) 555-4500 Ext.
Fax	
Email Address	JDOE@EMAIL.COM
Temporary Address	

Entity Information As should appear on the Lobbyist List

Registration Year	2018
Name	DOE, JOHN J.
Address	1010 FIRST AVENUE SPRINGFIELD, IL 62701
Telephone Number	(217) 555-4500 Ext.
Fax	

Responsible Party Information

Name	JOHN J. DOE
Address	1010 FIRST AVENUE SPRINGFIELD, IL 62701
Telephone	(217) 555-4500 Ext.
Fax	
Email Address	JDOE@EMAIL.COM

Edit Entity Section

Authorized Agent Information

Name	JOHN DOE
Address	111 E. MONROE SPRINGFIELD, IL 62756
Telephone Number	(217) 782-1071 Ext.
Fax	(217) 557-8919
Email Address	JDOE@EMAIL.COM

Contractual Lobbying Firms

Edit Contractuals Section

Clients

BIRD WATCHER ASSOCIATION 213 NORTH MAIN ST., SPRINGFIELD, IL 62701	NEW
---	-----

Edit Clients Section

Sub Clients

Edit Sub Clients Section

Lobbying Intent

The registrant intends to lobby the following Executive and/or Legislative Branch Agencies during this registration period:  
GENERAL ASSEMBLY MEMBERS  
GOVERNOR

The registrant's intended activity description involves the following actions:  
Executive Legislative

Brief description of the lobbying activity which the registrant intends to perform:  
lobbying activities

The registrant intends to lobby the following subject matters:  
GOVERNMENT - STATE OR LOCAL

Edit Intent Section

Fee For This Transaction

Total Fee	\$300.00
-----------	----------

Continue

See instructions on next page.

---

## Review Screen Instructions

The Review Screen provides a presentation of your entire registration for review. Any modifications may be made prior to submission of the registration. Click *Edit on specific section*; perform desired corrections; click *Continue* to return to Review Screen.

- ❑ Select *Continue*.



# Payment Billing Information Screen

## Illinois Lobbyist System

Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Your Fee for this Transaction

Total Fee \$300.00

A payment processor fee of 2.35% will be assessed for Credit Cards or a fee of \$1.22 will be assessed for Electronic Checks (if accepted). Credit card companies charge a fee for use of their cards. For most private businesses, these charges are built into the price of their products and services and is therefore transparent to the cardholder. By law, Illinois government cannot absorb this banking/payment processor fee, and therefore it must pass directly to the customer.

### Account Holder Information

First Name required

Middle Name

Last Name required

Billing Address required

City required

ZIP Code required

Continue

Please provide the name and billing address of the individual paying the registration fee.

Once the required information is entered:

- ❑ Click *Continue*.

# Payment Billing Information Review Screen

## Illinois Lobbyist System

Entity Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Fee for this Transaction

Total Fee \$300.00

A payment processor fee of 2.35% will be assessed for Credit Cards or a fee of \$1.22 will be assessed for Electronic Checks (if accepted). Credit card companies charge a fee for use of their cards. For most private businesses, these charges are built into the price of their products and services and is therefore transparent to the cardholder. By law, Illinois government cannot absorb this banking/payment processor fee, and therefore it must pass directly to the customer.

Billing Information

Edit

John Doe  
123 Main St.  
Springfield, 62701

Confirmation Email will be sent to the Authorized Agent

Pay Now

Please review the billing information for accuracy. If changes are required, select *Edit*.

Once all information is entered correctly:

- ☐ Click *Pay Now*.

## Credit Card Option

The screenshot displays the 'Illinois Lobbyist System' interface. A modal window titled 'Lobbyist Registration MID' is open, allowing users to select a payment method. The modal includes a 'Payment Method' section with icons for credit cards and a checkbox for electronic checks. Below this, there are input fields for a credit card number, expiration date (MM/YY), and CVV. A 'Billing Information' section contains fields for the user's name, address, and phone number. A 'Next' button is located at the bottom right of the modal. The background page shows the 'Entity Registration' section with a 'Total Fee' field and a 'Billing Information' section. A 'Play Now' button is visible in the bottom right corner of the page.

Illinois Lobbyist System

Entity Registration

Fee for this Transaction

Total Fee

A payment processor fee of 2.35% will be charged for credit card payments. Credit card companies charge a fee for using their services and is therefore transparent and therefore it must pass directly to the user.

Billing Information

John Doe  
123 Main St.  
Springfield, 62701

Confirmation Email will be sent to the Authorized User.

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Payment Method

xxxx xxxx xxxx xxxx MM/YY CVV

VISA MASTERCARD DISCOVER

Billing Information

John Doe  
123 Main St.  
Springfield Phone number

Next

Play Now

This screen appears if you have opted to pay by credit card.

You may switch payment options, if necessary. The link to the electronic check payment option is located in the upper-right corner.

Once the required information is entered:

- ❑ Click *Next*.

## Electronic Check Option

The screenshot shows the 'Lobbyist Registration MID' modal form overlaid on the 'Entity Registration' page of the Illinois Lobbyist System. The modal is titled 'Lobbyist Registration MID' and has a close button in the top right corner. It contains the following sections:

- Payment Method:** Includes a '9-digit Routing #' field, an 'Account number' field, and a 'Re-enter account num' field. A dropdown menu is set to 'Checking'.
- Billing information:** Includes fields for 'John Doe', '123 Main St.', 'Springfield', and a 'Phone number' field.
- Next:** A button at the bottom right of the modal.

The background page shows the 'Entity Registration' section with a 'Fee for this Transaction' and 'Total Fee' section. It also includes a 'Billing Information' section with the same address as the modal. A 'Pay Now' button is visible at the bottom right of the page.

This screen appears if you have chosen to pay by electronic check. The sample presented on the screen is a personal check containing the routing number followed by the account number. Checks do not necessarily list the routing numbers and account numbers in that order.

You may switch payment options, if necessary. The link to the credit card payment option is located in the upper-right corner.

Once the required information is entered:

- ❑ Click *Next*.

# Payment Authorization

**Illinois Lobbyist System**

**Entity Registration**

Fee for this Transaction

**Total Fee**

A payment processor fee of 2.35% will be charged. Credit card companies charge a fee for using their services and is therefore transparent and therefore it must pass directly to the consumer.

**Billing Information**

John Doe  
123 Main St.  
Springfield, 62701

Confirmation Email will be sent to the Authorized User.

**Lobbyist Registration MID**

Payment Information Edit

**VISA** John Doe  
Visa Credit Card - 0000  
Exp. 02/2020

**Amount Summary**

Sub-Total:	\$300.00
Service Fee:	\$7.05
Amount:	\$307.05

**Authorize**

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

**Pay Now**

**NOTE:** Until you click *Authorize*, the registration is incomplete.

# Entity Registration Receipt

SECRETARY OF STATE

## Illinois Lobbyist System

Entity Registration Receipt

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

Your transaction has been successfully completed! Please print this receipt page and keep it for your records. This is presented as a PDF document and should be opened in Adobe Acrobat Reader (DC) for the best result. Macintosh and Windows versions of the free Adobe Reader (DC) are available from Adobe at <http://get.adobe.com/reader/>.

Information for this Transaction	
Date/Time of Registration	2018-10-30 10:34:30.701 (Central Time)
Registration Type	Annual Self Employed Entity Registration
Registration Year	2017
Entity ID	8285
Entity Name	DOE, JOHN
Confirmation Number	123456
<b>Total Amount</b>	<b>\$307.05</b>

Print Registration Filings

Print Receipt

Email with the above information has been sent to the Authorized Agent at JDOE1@EMAIL.COM.

Identification badges are available to registered lobbyists who visit the State Capitol Complex in Springfield. Lobbyists should be prepared to present current state issued photo identification. The badges may be obtained by lobbyists from:

Secretary of State Police Security Base  
Michael J. Howlett Bldg.  
501 S. 2nd St., Rm. 006  
Springfield, IL 62756

Return to Authorized Agent's Entity List

To print this screen as it is your receipt of payment, click **Print Receipt**. The Index Department is unable to reproduce this screen again for the Authorized Agent.

Select **Print Registration Filings** to obtain a copy of the registration that was just filed. After retrieving your printable copies, close the box and return to receipt screen.

To complete additional transactions, click **Return to Authorized Agent's Entity List**.

If transactions are complete, click **Logout** in the upper-right corner.

## Incomplete Registration Screen

Illinois Lobbyist System

Incomplete Registration

JOHN DOE is logged in • [Logout](#)  
[Lobbyist Home](#) • [Contact Us](#)

This user has an incomplete Registration record for the registration year **2018**. It could be due to the user logging out prior to completion of the Registration or due to time-out.

If you wish to continue working with the incomplete record, please choose continue. If you wish to discard the incomplete record, please choose Discard.

Discard

Continue

This screen appears if you logout or are timed-out in mid-transaction. The information previously entered but not submitted will only be retained for 15 days after the date of entry.

Click *Continue* to complete the interrupted transaction or *Discard* to delete.

**Discarding does not mean you are losing all information that has been entered for the year; only the information that was last entered and not completed will be discarded.**

## For Additional Information

For additional information about lobbyist registration and expenditure reporting, please call 217-782-7017. Index Department hours are Monday through Friday, 8 a.m.- 4:30 p.m., except official state holidays. You also may contact the Index Department via email by selecting **Contact Us** at the top of each screen in the electronic registration system.



# Definitions

## **Administrative Action**

The execution or rejection of any rule, regulation, legislative rule, standard, fee, rate, contractual arrangement, purchasing agreement or other delegated legislative or quasi-legislative action to be taken or withheld by any executive agency, department, board or commission of the state.

## **Administrative Branch**

Department Directors, Chief Deputy Directors, Deputy Directors, Assistant Directors, Executive Directors and General Counsel of executive departments, agencies and members of state boards, commissions, task forces and authorities.

## **Affirmations**

An affirmation is a statement wherein lobbyists electronically affirm the accuracy of reports filed by his/her employer by attesting to the accuracy of any reports as they pertain to expenditures made on behalf of officials by the lobbyist over the previous six-month period. Each lobbyist and agent will receive a notice from the Secretary of State's office announcing each Affirmation filing period.

## **Authorized Agent**

An individual who is responsible for the accurate and timely submission of all lobbyist registrations and expenditure reports. The Authorized Agent is responsible for updating the entity's records whenever any change of information required by the Lobbyist Registration Act occurs. The Authorized Agent should be alert to statutory deadlines for all additions or deletions of information.

The Authorized Agent is not required to be an officer or a registered lobbyist of the company that they represent. If the Authorized Agent intends to lobby, registration as an exclusive lobbyist is required.

## **Client**

Any corporation, association, group, committee, firm or person that retains a contractual lobbying entity to lobby on their behalf. Clients of contractual lobbyists must be registered under the Lobbyist Registration Act, unless specifically exempt by the Act.

## **Contractual Lobbyist**

Person/firm retained by one or more entities to lobby on the entities' behalf.

## **Entity**

A corporation, association, group, committee, firm or person that engages in activities that requires registration under the Lobbyist Registration Act.

## **Ethics Training**

A statutorily mandated program by which all registered lobbyists are educated about the requirements and responsibilities associated with the Lobbyist Registration Act and other statutes that define allowable relationships between lobbyist and state officials and employees.

## **Exclusive Lobbyist**

Employee of a registered entity who engages in direct lobbying communication for that entity.

## **Executive Action**

The proposal, drafting, development, consideration, amendment, adoption, approval, promulgation, issuance, modification, rejection or postponement by a state entity of a rule, regulation, order, decision, determination, contractual arrangement, purchasing agreement or other quasi-legislative or quasi-judicial action or proceeding.

## **Executive Branch**

Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller and Treasurer.

**Expenditure**

Anything of value given to an official for the ultimate purpose of influencing executive, legislative or administrative action.

**File, Filed, and Filing**

The submission of a complete report, as defined in this section, to the Secretary of State Index Department by 11:59 p.m. on the prescribed filing date. Registration and expenditure reports and any other required correspondence shall be completed online, using the Secretary of State Index Department's website ([www.cyberdriveillinois.com/departments/index/lobbyist/home.html](http://www.cyberdriveillinois.com/departments/index/lobbyist/home.html)) unless otherwise instructed. There is no extension of a filing deadline when holidays or weekends are part of the filing period. The Index Department shall notify any lobbying entity who has failed to submit a complete report and pay proper fees as required by Sections 560.220 and 560.390. An entity that fails to file a complete entity registration statement, expenditure report or other required report and pay proper fees shall not be considered a registered lobbying entity by the Secretary of State.

**Legislative Action**

The development, drafting, introduction, consideration, modification, adoption, rejection, review, enactment or passage or defeat of any bill, amendment, resolution, report, nomination, administrative rule or other matter by either house of the General Assembly or a committee thereof, or by a legislator. Also, the action of the Governor in approving or vetoing any bill or portion thereof; and the action of the Governor or any agency in the development of a proposal for introduction in the legislature.

**Legislative Branch**

General Assembly or any legislative agency or committee thereof.

**Officials**

Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer and State Comptroller and their chiefs of staff; cabinet members of any elected constitutional officer – including directors, assistant directors and chief legal counsel or general counsel; other positions or titles of comparable ranking that are deemed by their employing constitutional officer to be an “official,” and members of the General Assembly. Members, executive directors and legal counsel of state boards commission, task forces and authorities.

**Responsible Party**

The responsible party is an individual directly associated with the registered lobbying entity, such as an owner, officer or employee. When registering the entity, the Authorized Agent and the responsible party must be different individuals, except in the case of self-employed lobbyists. An entity's contractual lobbyist cannot serve as the responsible party.

The responsible party is the person from whom the Secretary of State staff will seek information about a registered entity when the Authorized Agent is not responding to inquiries or when it becomes apparent that there is a vacancy in the position of Authorized Agent. The responsible party may be notified of registration and reporting requirements; however, the Authorized Agent is the person responsible for submitting the registration and expenditure reports. If the responsible party intends to lobby, registration as a lobbyist is required.

**Self-Employed Lobbyist**

An individual who is not officially organized as a corporation or firm and does not have employees engaged in the activities of lobbying. When registering as a self-employed lobbyist, an individual may not use a business name. The name of the entity will be the same as the name of the registering lobbyist. Self-employed status allows registration of the lobbyist as both the entity and the exclusive lobbyist for a single fee of \$300.

**Sexual Harassment**

Means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when;(i) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect to substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. For the

purpose of this definition, the phrase “working environment” is not limited to a physical location as an employee is assigned to perform his or her duties and does not require an employment relationship.

**Sub-client**

A sub-client is an external entity, who is a client of a selected client, for whom the registering entity anticipates performing lobbying services.